

# Director of Engineering

## General Definition of Work

FLSA Status: *Exempt*

Position is responsible for the implementation of Town policies, procedures, plans, and ordinances to provide overall support in the direction and management of assigned Department and Divisions. Position is responsible to plan, organize, direct and review the activities and operations of Facilities/Public Works/Asset Management, Projects, Transportation, Stormwater/Water Quality and Contracts. Oversees the Town's Capital Improvement Program, contract and subcontract administration and facilities asset management activities. Work is performed under the general direction of the Town Manager.

## Essential Functions

*The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Represents Town Manager in meetings with Mayor, Town Council and others, and addresses difficult or sensitive issues related to internal and external Town matters in Director's department divisions, handling personnel decisions, drafting correspondence, attending committee meetings and other things.

Capital Improvement Program (CIP): Provide overall direction to the Town's CIP projects including short and long term budget planning, and project execution: scope definition, design, permitting, contracts, construction, budgets, schedule, technical, quality, inspections and acceptance.

Project Subcontracts: Perform contract administration and oversight of all CIP supporting contracts including consultants, design engineers, contractors, testing and other related services suppliers.

Contract Administration: Develop and oversee Town contracting processes to insure compliance with ordinances and regulations by all departments. Duties including review of solicitations, contract documents, bid evaluations, and change orders. Duties include inter-department training in the purchasing process.

Facilities / Asset Management: Oversee all Town facilities-related activities including Building & Grounds, Events, and Information Technology infrastructure. Support management in overall asset management, maintenance of current and new infrastructure and achieve economies of scale by optimizing overall activities.

Stormwater: Oversee all matters that relate to the Town's stormwater programs, initiatives, related projects, construction compliance inspections & enforcement, water quality program, certificates of compliance, utility fees and department budget administration.

Directs, supervises, advises, motivates, counsels, trains, prioritizes and evaluates the work performance of assigned staff to support department responsibilities.

Performs emergency or disaster-related duties as assigned.

Performs other duties as apparent or assigned.

## Knowledge, Skills and Abilities

Knowledge of principles and practices of leadership, motivation, team building and conflict resolution; ability to supervise and lead a team of engineers and professionals to meet desired results; strong project and contract management abilities; ability to analyze and interpret technical, financial and statistical information; ability to interpret and apply Federal, State, local and department policies, procedures, laws and regulations; makes technical and oral presentations and presents written reports to Town Council and the general public; ability to identify and respond to public and Town Council issues and concerns; ability to communicate clearly and concisely, both orally and in writing; plans projects and oversees the preparation of related designs, estimates and specifications; ability to establish and maintain effective working relationships with associates, employees, officials, other governmental agencies and the general public.

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*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

# Director of Engineering

## Education and Experience

Master's degree plus 10 or more years' experience in stormwater, municipal construction, construction management or related experience. Education and experience may be substituted for education requirement.

## Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently sitting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to fumes or airborne particles and exposure to toxic or caustic chemicals; work is generally in a moderately noisy location (e.g. business office with typewriters and/or computer printers, light traffic).

## Special Requirements

Prefer Registered Professional Engineers License

Possession of an appropriate driver's license valid in the State of South Carolina.

*Salary is negotiable based on experience. EOE. We offer excellent benefits and a great place to work.*



**Director of Engineering**  
**Bluffton, South Carolina**

Welcome to Bluffton, South Carolina, known as the “Heart of the Lowcountry.” The Town of Bluffton, incorporated in 1852, is located in Beaufort County, the most southern coastal county in South Carolina. Bluffton is adjacent to Hilton Head Island and is approximately 20 miles northeast of Savannah, Ga.



**Demographics & Statistics:**

In 2015, the U.S. Census Bureau re-measured some of the fastest-growing areas in the nation. According to the Bureau, Bluffton’s population is now 15,199 residents and is the 5<sup>th</sup> largest town in South Carolina, in terms of land mass. While the population numbers still classify Bluffton as a small town; town representatives estimate the town serves, in terms of police services and for planning purposes, a daily population of more than 40,000 – 50,000 when tourists and visitors are included. The average age of a Bluffton resident is 33 years old.



## **Climate:**

Bluffton experiences a humid, subtropical climate; with mild winters, hot-humid summer and plenty of rainfall throughout the year. The average high-low temperatures for January are 60 degrees and 40 degrees, respectively. July's average high is 90 degrees and its average low is 74 degrees. Warm temperatures usually last through November. Winters are short and mild and snowfall is rare. Hurricanes are a threat to the area with August and September having the highest probability of an event. While there has not been a major hurricane in decades, the Category 3 Sea Island Hurricane in 1893 was among the deadliest on record mainly due to the lack of a warning systems in that time period. The last time Beaufort County evacuated was 1999 due to Hurricane Floyd however physical damage was minimal. Hurricane Floyd made landfall in the Cape Fear region of North Carolina therefore Beaufort County only experienced the storm's peripheral effects.

## **Economic Development:**

Recent economic development initiatives, projects and successes include the following:

- In May of 2012, Bluffton was the first non-metropolitan town in South Carolina to partner with the Clemson Institute for Economic and Community Development to establish a business incubator. Since the establishment of Don Ryan Center for Innovation, the Center's graduated and current companies have added 77 employees and more than \$4,000,000 to the region's annual payroll.
- In 2013, the town established the Bluffton Public Development Corporation to recruit knowledge-based businesses from industries such as healthcare/biomedical, corporate headquarters and back office/information technology.





- Bluffton is currently the home to eviCore, formerly known as CareCore, LLC. CareCore moved its corporate headquarters to Bluffton in 2004 from Wappingers Falls, New York. This multi-million dollar company is one of the nation's largest specialty health benefit management companies and is Bluffton's largest employer.
- Along with numerous private-public partnerships, the Town has invested millions to energize the Bluffton Historic District which is now a bustling corridor of offices, shops, restaurants and is home to the state's top farmers market. In the past decade, Town Council has strategically focused on capital improvement projects which have added more public accessibility to the May River, its adjacent Oyster Factory Park and nearby parks and playgrounds.



- Bluffton is also home to the Bluffton Oyster Company, the last full-time hand shucking oyster factory in the state. The factory, which opened in 1899, still provides the region with local oysters, shrimp, fish and crabs.



- Higher education is an important partner in the region's economic development initiatives and the University of South Carolina-Beaufort/Hilton Head Gateway Campus and the Technical College of the Lowcountry are both located in the greater Bluffton area.
- Award-winning Palmetto Bluff, Bluffton's most exclusive neighborhood and resort, is the only 5-star hotel in the County and continuously wins awards for its residential architectural, lifestyle and resort amenities.

**Government:**

Bluffton has a council-manager form of government. The town council is responsible for the legislative function of the municipality such as establishing policy, passing local ordinances, voting appropriations and developing the town's vision. The town has a mayor and mayor pro-tem. The council has four at-large members, including the mayor pro-tem, who serve overlapping four-year terms. Town elections are held every two years in November.

Bluffton is a limited service government with the following departments: Executive, Police, Finance, Engineering, Growth Management and Human Resources, described on the Town website (see link under resources).

**The Ideal Candidate:**

The ideal candidate needs to possess high energy and be a highly motivated professional with outstanding communication skills. Bluffton's new Director of Engineering will report to the Assistant Town Manager and provide overall management of the Engineering Department Divisions including: Facilities/Public Works/Asset Management, Capital Projects, Transportation, Stormwater/Water Quality and Contracts. The ideal candidate is a visionary yet is practical and methodical with a focus of problem-solving and simultaneously accomplishing multiple tasks. A positive outlook is a must and he or she will promote positive and practical change as he or she supports the policy agenda set by Town Council. The Town of Bluffton is looking for someone who will embrace Bluffton's core beliefs and mission and who will be an encouraging supporter and guide for the staff. The candidate must lead by example and have a proven record of delivering excellent customer service to internal and external customers.

**Compensation:**

The Town provides a competitive compensation and a generous benefit package which includes paid time off, holidays, health, life, dental and optional vision, long term care and long term disability. The Town promotes wellness by assisting employees with fitness memberships and

provides a tuition reimbursement program to encourage career growth and development.

**Residency:**

Residence in the community is not required but is preferred.

**How to Apply:**

Submit your resume, cover letter with salary requirements and a Town of Bluffton application to: [jobs@townofbluffton.com](mailto:jobs@townofbluffton.com). The application can be found at: [www.townofbluffton.sc.gov](http://www.townofbluffton.sc.gov).

**Other Important Information:**

The Town of Bluffton is an Equal Opportunity Employer and encourages women, minorities and veterans to apply. More information can be found at the Town's website: <http://www.townofbluffton.sc.gov>.

**Resources:**

- FY2016 Strategic Plan  
<http://www.townofbluffton.sc.gov/government/Documents/strategic.plan.pdf>
- Bluffton's Awards, Achievements & Accolades  
<http://www.townofbluffton.sc.gov/government/Documents/bluffton.awards.pdf>
- Don Ryan Center for Innovation ([www.donryancenter.com](http://www.donryancenter.com))
- Bluffton Public Development Corporation  
([www.blufftonpublicdevelopmentcorporation.com](http://www.blufftonpublicdevelopmentcorporation.com))
- Town of Bluffton ([www.townofbluffton.sc.gov](http://www.townofbluffton.sc.gov))